

The National Parks - America's Best Idea

Since 1916, the American people have entrusted the National Park Service with the care of their most special places – their national parks. The National Park System comprises 397 units covering more than 84 million acres, and we share our stories with more than 275 million visitors every year. Taking care of the national parks is a job we love, and the more than 20,000 uncommon men and women of the National Park Service share a common trait: A passion for caring for the nation's special places and sharing their stories. We know you will love working for the National Park Service as much as we do!

Introduction

As part of the new employee onboarding process, this checklist was created to assist you through the first few days, weeks and months as a new employee with the National Park Service. Using the checklist and accessing the helpful websites in this document will assist you through the entire orientation process.

Once you are on board, you'll have access to InsideNPS.gov the NPS Intranet site. Note that until you are granted access (typically during your first week on the job) you may be unable to access some of the sites listed on the checklist. Once you have access, visit the New Employee Orientation Program (NEO) site (http://inside.nps.gov/orientation) to read the NPS Onboarding Handbook and obtain other helpful resources and information about your orientation experience and employment with NPS.

Key Websites

National Park Service http://www.nps.gov

Leave & Earnings Statement http://www.employeeexpress.gov

Training https://mylearning.nps.gov/

http://www.parktraining.org

http://www.doi.gov/doilearn

Association of National Park Rangers http://www.anpr.org

Your Federal Benefits

Health & Life Insurance
Retirement Planning
401K

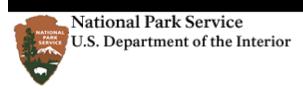
http://www.opm.gov/insure
http://www.opm.gov/retire
http://www.tsp.gov

Flexible Spending Account
Dental & Vision Insurance
Long Term Care Insurance

http://www.fsafeds.com
http://www.benefeds.com
http://www.ltcfeds.com

Human Resources (HR) and New Employee Appointment Paperwork

As a National Park Service Employee, you will be supported by a Servicing Human Resources Office (SHRO) and a centralized Human Resources Operations Center (HROC). Your designated SHRO is available to assist you with HR activities such as employee relations, ethics, training, recruiting, etc.



Meet your Peer Assistance Liaison (PAL), if assigned.

13

Obtain your New Employee Meet and Greet Card from your supervisor. Make

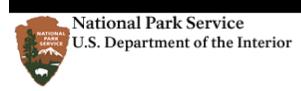
sure it includes your office phone number, fax, office address and email

Permanent and Term New Employee Checklist - New Employee Orientation Program (NEO)

You	r Nan	ne: En	nter on Duty (EOD) Date:		
Posi	tion,	Title, Pay Plan, Series, Grade:			
You	r Sup	ervisor's Name:			
How to use this checklist This document serves as a list of activities for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most items involve having important discussions with your supervisor in order to equip you with the foundational knowledge of the National Park Service mission, history, culture, and organization. Use this document in partnership with your supervisor to ensure you receive all of the necessary and beneficial tools and information.					
i	#	Topic		Links and/or Contacts	
PART A: BEFORE YOUR FIRST DAY					
1		Complete Background Investigation (eQIP).		http://www.opm.gov/e-qip/	
2		Return security and other forms provided by the So Office (SHRO).	ervicing Human Resources	SHRO address in your informational email or letter	
3		Payroll documents should be completed as soon as possible and returned to the office you received them from no later than two days after you begin your new position.		SHRO address in your informational email or letter	
4		Review the websites listed under "Your Federal Benefits" section of this document to learn more about the excellent benefits package you are eligible for as a National Park Service employee.		Employee checklist (this document)	
5		Complete and return Permanent Change of Station (PCS) relocation paperwork (if applicable).		http://www.aoc.nps.gov/	
6				http://www.nps.gov/training/fundament als/html/NPS_overview.html	
<u>7</u>	7 Visit http://www.nps.gov to learn more about the National Park Service and your local park or business unit. http://www.nps.gov			http://www.nps.gov	
PART B: YOUR FIRST DAY					
8		Take the oath of office and complete Affidavit For	m (SF-61).	Provided by your SHRO or park/office	
9		Complete OF-306 Form and sign on line17b.		Provided by your SHRO or park/office	
10		Complete I-9 Form. You must bring two forms of I	ID (valid driver's license,	Provided by your SHRO or park/office	
11		birth certificate, passport, etc.)	ant at your park/office	Supervisor	

Supervisor

Supervisor



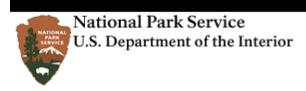
	address.	
14	Take a tour of the building with your supervisor, PAL, or other colleague to find out where communal office equipment is located (fax machine, copiers, etc.). Also review security and safety procedures for the building.	Supervisor
15	If applicable, discuss uniform policies with your supervisor and order a uniform (if required). Ask questions about uniform standards, the history of the uniform and what is symbolizes.	Park or Office Uniform Coordinator; Supervisor NPS Uniform System https://sites.google.com/a/nps.gov/emp loyeecenter/system/app/pages/search?s cope=search-site&q=uniforms Reference Manual www.nps.gov/policy/DOrders/DORM 43.doc NPS Uniform System https://uaa.nps.gov/ Reference Manual http://www.nps.gov/applications/npspo licy/search.cfm NPS Uniforms History http://www.cr.nps.gov/history/online books/workman1/index.htm
16	Take the Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access training to obtain a network user ID, password and email access (if applicable). Access to DOI Learn is not available until 4-6 weeks after you come on board. Your supervisor can provide you with a CD, or access to a computer to complete the training.	Supervisor

PART C: YOUR FIRST WEEK

			New Employee Orientation Program
			Website
17		View the NPS Director's Welcome video	http://www.nps.gov/av/nri/avElement/
			<u>aboutus-</u>
			WelcomeVideoFinalcaptions.wmv
		Watch the 45-minute Ken Burns "The National Parks" documentary from the	
18		National Park Ken Burn's Screening Event, 26 September 2009; discuss the	Supervisor
		film with your supervisor.	
19		Discuss your specific work schedule, lunch breaks, and hours of operation with	Supervisor
19		supervisor.	Supervisor
20		Review inclement weather procedures. Sign up for emergency notifications, if	Supervisor
20		available.	



21	Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours with your supervisor.	Supervisor
22	Talk with your supervisor about how to access DOI Learn, the NPS learning management system. Many of the courses offered and the mandatory online courses are available on this site. You will receive an email with login instructions from the system when your account has been created. Please be patient. It can take several weeks for your information to appear in DOI Learn . If you received more than one paycheck but haven't received your login, please contact your Bureau Data Steward at doilearn@nps.gov.	Supervisor doi.gov/doilearn
23	Schedule an appointment to pick up your Department of Interior (DOI) identification and building access card. Talk to your supervisor about the purpose and use of these cards.	Supervisor
24	Work with your supervisor & IT Department to determine IT equipment and needs.	Supervisor / IT
25	Review and discuss position description and performance standards with your supervisor.	Supervisor
26	Review the following Federal Government policies: Prevention of Sexual Harassment Zero Tolerance of Discrimination Workplace Violence Illegal Drug Use Weingarten Notice (for employees covered by a bargaining unit agreement) Employee Relations Policies including CorePlus Whistleblower Protection Employee Ethics	EEO and Diversity Policies https://sites.google.com/a/nps.gov/em ployeecenter/employee- center/relevancy-diversity-and- inclusion Ethics https://sites.google.com/a/nps.gov/em ployeecenter/employee-center/ethics Other Policies https://sites.google.com/a/nps.gov/em ployeecenter/employee-center/nps- policies Weingarten Notice Check your region for the latest.
27	Review Employee Assistance Program (EAP)	https://sites.google.com/a/nps.gov/em ployeecenter/employee- center/employee-and-family-well- being/employee-assistance-program
<u>2</u> 8	Talk with your supervisor about how to report injuries at work and the Office of Workers Compensation (OWCP)	Safety Management Information System (SMIS) https://www.smis.doi.gov/
29	If you haven't already, go to this link and complete the online training named "NPS Overview".	NPS Fundamentals http://www.nps.gov/training/fundame ntals/html/NPS overview.html
<u>3</u> 0	Meet with your supervisor at the end of the week to discuss how your first week went, any surprises, challenges, and how to prepare for the next week.	Supervisor

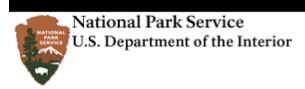


PART D: YOUR FIRST MONTH

31	Review your electronic Official Personnel Folder (eOPF). Print your Notice of Personnel Action (SF-50).	https://eopf.nbc.gov/doi/
32	Sign into Employee Express and review and print your 1 st Leave and Earnings Statement (LES). Add your Emergency Contact information to that site. Review the site and see what other changes to your benefits and allotments you can make on this site. You should receive your password and ID in the mail about 3-4 weeks after your first day on the job. More information on how to read your LES can be found in the employee Onboarding Handbook. To access Employee Express, you'll need a Personal Identification Number (PIN). You can request a PIN by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, you can change it.	Employee Express http://www.employeeexpress.gov/ Employee Center https://sites.google.com/a/nps.gov/employeecenter/employee-center
33	Review the federal holiday schedule with your supervisor.	Employee Center https://sites.google.com/a/nps.gov/em ployeecenter/employee-center
34	Complete the DOI purchase/travel credit card application and take required training, if applicable.	Everything Charge Card https://sites.google.com/a/nps.gov/nps ccprogram/ DOI Learn http://www.doi.gov/doilearn
35	Complete a Travel Profile form for the Concur travel system, if applicable.	Supervisor Travel Coordinator
36	Talk with your supervisor about your eligibility for career ladder promotions, step increases and Telework in the future.	Supervisor
37	Talk with your supervisor about obtaining business cards (if applicable).	Supervisor
38	Review the goals and mission of your work unit and the NPS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and NPS mission.	Supervisor
3	Register for the first residential course of the NPS Fundamentals Training Program and attend within your 1 st year. <i>The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees.</i>	NPS Fundamentals http://www.nps.gov/training/fundame ntals/html/index.html
40	Meet with your supervisor at end of 30 days to discuss how your first month went, any surprises, challenges, etc.	Supervisor



	Review the following list of trainings. Check with your supervisor to see which ones are applicable to your position and timeframes for completing them. Discrimination and Whistleblowing in the Workplace (No FEAR). Required every 2 years. The 2011 version of the No FEAR online training course is currently available.	
	□ Role-Based Information Technology Security Training. Annual, based on duties. Affected employees and contractors can meet this requirement in a number of ways (SkillSoft online library, CSIRT online training, etc.).	
	☐ Federal Information System Security Awareness + Records Management Training + Privacy Act Orientation + Rules of Behavior for Network Access.	
	☐ Equal Employment Opportunity Training. Annual requirement. 1-hour forums or courses are usually offered by bureau and program EEO offices throughout the year.	
41	☐ Diversity Training. Annual requirement . 1-hour forums or courses are usually offered by bureau and program Diversity and Civil Rights offices.	Supervisor DOI Learn http://www.doi.gov/doilearn
	☐ Ethics and Awareness Online Training Course. Initial requirement for all, annual requirement for some positions – check with HR.	http://www.doi.gov/doilearii
	☐ Safety Training.	
	☐ Defensive Driving. Based on duties. NSC Defensive Driving online course is available to help meet this requirement.	
	☐ Charge Card Training.	
	☐ Uniformed Services Employment and Reemployment Rights Act (USERRA). Annual requirement for Supervisors, Managers and Human Resources personnel.	
	☐ Veteran Employment Training. Annual requirement for Hiring Managers and HR Professionals.	
	☐ Telework Training. One-time requirement . Online courses are available: <u>Telework for Employees</u> and <u>Telework for Managers</u> .	



PART E: YOUR FIRST 60 DAYS

41	Health Insurance Election form (SF-2809) must be turned into the SHRO within first 60 Days.	http://www.opm.gov/insure/
42	Life Insurance Election form (SF-2817) must be turned into the SHRO within first 60 Days.	http://www.opm.gov/insure/
43	Flexible Spending Account (FSA) / Dental / Vision / Long Term Care Elections must be made within first 60 Days. To complete enrollment you must go to the individual websites and register.	http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com
44	Access the Thrift Savings Plan (TSP) website with the Pin information you received in the mail.	https://www.tsp.gov/index.shtml HROC
44		

PART F: YOUR FIRST 90 DAYS

Meet with your supervisor to discuss how your employment is going, progress, any surprises, challenges, areas for improvement, etc.	Supervisor
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PART G: YOUR FIRST YEAR

48		Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30 th of each year.	
49		Complete the first residential course of the NPS Fundamentals Training Program. The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees.	NPS Fundamentals http://www.nps.gov/training/fundame ntals/html/index.html
50		Register for the second residential course of the NPS Fundamentals Training Program and attend within your first two years of employment.	NPS Fundamentals http://www.nps.gov/training/fundame ntals/html/index.html
51		The annual Health Insurance Open Season takes place from mid-November to mid-December and provides you the opportunity to make changes in your Health, Dental, and Vision each year. You must re-enroll in Flexible Spending (FSA) each year. You can make changes to your health insurance during Open Season using Employee Express.	http://www.opm.gov/insure/ http://www.fsafeds.com http://www.benefeds.com http://www.ltcfeds.com http://www.employeeexpress.gov/
52		The end of the year is a good time to review your Thrift Savings Plan (TSP) contribution elections. Go on the TSP website to make any adjustments in your contributions.	https://www.tsp.gov/index.shtml
Congratulations on your One Year Anniversary with the National Park Service!!			